

Civilian Personnel

INTERN PROGRAM MANAGEMENT

Summary. This regulation provides policy and procedures for administering and operating the United States Army, Europe (USAREUR), United States Citizen Intern Program.

Applicability. This regulation applies to all USAREUR activities and non-USAREUR activities whose employees are serviced by any USAREUR community civilian personnel office, except as otherwise indicated in this regulation.

Impact on the Unit Manning System. This regulation does not affect the Unit Manning System.

Internal Control Systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation is prohibited without approval of the Commander in Chief, USAREUR, ATTN: AEAGA-CRC-I, APO 09403.

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Interim Changes. Interim changes to this regulation are not official unless authenticated by the Adjutant General, USAREUR. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A (AEAGA-CRC-I, 370-6311). Users may send comments and suggested improvements to this publication on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander in Chief, USAREUR, ATTN: AEAGA-CRC-I, APO 09403-0101.

SECTION I GENERAL

1. PURPOSE

This regulation provides guidance and procedures for administering and operating the United States Army, Europe (USAREUR), United States (U.S.) Citizen Intern Program.

2. REFERENCES

- a. AR 690-950, Career Management.
- b. AR 690-400, Chapter 410, Training.
- c. AR 690-400, Chapter 430, Performance Management.
- d. AR 612-11, The Army Sponsorship Program.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

Abbreviations and special terms used in this regulation are explained in the glossary.

4. RESPONSIBILITIES

a. The USAREUR Civilian Recruitment Center (CRC) will:

(1) Program and manage the Department of the Army (DA) civilian training, education, and development (CTED) intern allocations.

(2) Provide required reports concerning the USAREUR Intern Program to higher headquarters.

(3) Program, manage, and control funding for the intern program.

(4) Regulate the USAREUR Intern Program.

b. USAREUR career program managers (CPM) will:

(1) Check the quality of intern training by reviewing and approving intern appraisals and by talking to interns and their supervisors.

(2) Identify suitable intern training sites.

(3) Monitor final placement of interns.

(4) Periodically meet with interns to discuss their training.

(5) Identify the sponsor for CTED interns.

(6) Establish and approve local intern and functional trainee spaces.

c. Commanders of USAREUR major and separate major commands, assigned units, and operational command and control units (USAREUR Reg 10-5) will:

(1) Survey the intern program as part of their personnel management evaluations, and provide CRC a copy of the results and any corrective actions taken.

(2) Assist managers and supervisors in the final placement of DA CTED interns.

d. Servicing CCPO will:

(1) Appoint an intern program coordinator to administer the intern program at the community level.

(2) Provide CRC with a copy of all intern SF 51 (Notification of Personnel Action). Ensure proper coding of intern data in the Special Employment Program System.

(3) Train, guide, and support supervisors and interns.

(4) Ensure that interns are trained according to a master intern training plan (MITP) and an individual development plan (IDP), and check the quality of training being given by intern supervisors.

(5) Give a copy of this regulation to each intern and intern supervisor.

(6) Publicize the intern program locally and brief applicants on intern opportunities.

(7) Ensure that graduating interns are placed in local positions on time.

e. Managers and supervisors of interns will:

(1) Provide adequate facilities for training.

(2) Counsel interns on their training and development, and prepare intern appraisals.

- (3) Identify positions for the intern's final placement.
- (4) Identify the sponsor for local interns and functional trainees.

f. Interns will:

- (1) Take full part in the activities and assignments established in their IDP.
- (2) Submit to CRC copies of all documents associated with the internship (such as, paid DD Forms 1351-2 (Travel Voucher or Subvoucher)). This applies only to DA CTED interns.

SECTION II

INTERN SPACE IDENTIFICATION

5. DA CTED INTERN SPACES

a. The USAREUR CRC will:

- (1) Notify USAREUR CPMs for submission of intern spaces allocation requirements.
- (2) Compile CPM submissions and send them to HQDA.
- (3) Provide information to CPMs and to the USAREUR Support Budget Agency (USBA) on intern space allocations.

b. CPMs will:

- (1) Assess needs for intern spaces in their career program and justify requirements using DA Form 5056-R (CTED Career Intern Space Requirements).
- (2) Identify training spaces for interns and select intern sponsors.

6. LOCAL INTERN AND FUNCTIONAL TRAINEE SPACES

a. Commanders and managers may use any permanent U.S. direct hire position to establish local interns or functional trainees. Funding for salary and training will be provided by the hiring activity.

b. Commanders and managers will obtain CPM or activity CPM (ACPM) approval to establish a local intern or functional trainee position before recruiting.

SECTION III

RECRUITMENT AND PROCESSING OF INTERNS

7. DA CTED INTERNS

a. **Recruitment Sources.** The CPMs will use the following to recruit applicants:

- (1) Worldwide vacancy announcements.
- (2) Office of Personnel Management (OPM) certificates of eligibles.
- (3) Direct Hire Authority, if authorized by OPM.
- (4) Schedule B professional and administrative career (PAC) positions, if authorized.
- (5) Special recruitment programs such as the Veterans Readjustment Act (VRA).

b. Recruiting Interns.

(1) CRC will determine the number of interns to be recruited during the fiscal year and develop a recruitment plan for approval by CPMs.

(2) CRC will check with USBA to ensure funding is available.

(3) CRC in coordination with CPMs will develop, maintain, and review crediting plans for each intern occupation.

(4) CRC will advertise career intern program vacancies or conduct targeted recruitment according to the recruitment plan. Applicants may apply for intern positions under all or any of the categories indicated in the vacancy announcement. (See "applicant categories" in the glossary for definitions.) Applicants who do not submit all required forms specified in the vacancy announcement will not be eligible for referral.

c. Referral Procedures.

(1) CRC will accept applications during the recruitment period, review whether or not applications comply with regulations, review applicant qualifications, and notify applicants of their eligibility.

(2) CRC will conduct ranking panels using subject matter experts to determine "highly qualified" candidates when there are more than 10 minimally qualified applicants.

(3) CRC will prepare referral lists of intern applicants for the categories requested by the CPM. Referral lists will be valid for 30 days unless an extension is requested and approved.

(4) CPMs may interview candidates according to AR 690-950, make selections, and give reasons for selection.

(5) Selectees will be appointed based on the category for which they applied and were selected.

d. Processing Procedures.

(1) CRC will make job offers, request fund cites, and start processing. For interns hired from the continental United States (CONUS), CRC will send the processing package (app A) to the CONUS processing station and a copy to the CCPO that will service the intern. For interns hired locally, CRC will mail the processing package to the gaining CCPO for action, and a copy to the losing CCPO, if applicable.

(2) CRC will establish the intern's entry on duty (EOD) at the time the job offer is made. Interns hired from CONUS will be processed to start duty in USAREUR within 45 days of notification of selection. Interns hired locally will EOD within 30 days of notification of selection. Requests for EOD changes will be referred to CRC for approval.

(3) Interns will be required to sign a mobility agreement using either DA Form 5227-R (DA Employment and Mobility Agreement for DA CTED Interns) or DA Form 5227-1-R (DA Employment and Mobility Agreement for DA CTED Interns Schedule B) before EOD as a condition of employment, except for interns appointed under Schedule A 213.3106 (b)(6) (Family Member Appointment). The gaining CCPO will ensure that locally hired interns sign mobility agreements. The original agreement will be signed by local officials before it is sent to CRC for the USAREUR representative and the CPM to sign. CRC will return the agreement to the CCPO to be filed in the intern's official personnel folder (OPF) after it has been signed.

(4) DA policy will be used to set pay for CTED interns.

(5) Job descriptions classified by USAREUR CRC will be used for CTED interns.

(6) For interns hired from CONUS, the CCPO will send the CONUS processing station information on living quarters allowance entitlements, Government housing and furniture availability, schools, other information about the serviced area, and the logistic support entitlements of the selected candidate.

8. LOCAL INTERNS AND FUNCTIONAL TRAINEES

a. Recruitment Sources. Any or all of the following will be used to obtain applicants for intern or functional trainee positions designated by management officials.

- (1) Vacancy announcements (minimum area of consideration is USAREUR-wide).
- (2) OPM Certificates of Eligibles.
- (3) Direct Hire Authority, if authorized by OPM.
- (4) Schedule B PAC positions, if authorized.
- (5) Special recruitment programs such as the VRA.
- (6) CTED intern applicant inventory, if desired by management and if there is an existing inventory.

b. Recruitment. CCPOs will:

- (1) Determine whether or not the position should be established and, if so, whether the position should be classified as an intern position or functional trainee position. (See "intern" and "functional trainee" in the glossary for definitions.)
- (2) Ensure the CPM or ACPM has approved the action.
- (3) Conduct a job analysis and develop a crediting plan to recruit for the position. CCPOs may use an existing CTED crediting plan for the position being filled, if appropriate.
- (4) Submit a referral request to CRC for the position indicating the categories of applicants to be considered and the desired recruitment timeframe (2 weeks minimum). The referral request will include a copy of SF 52 (Request For Personnel Action) and DA Form 374 (Job Description (Civilian Personnel)), a job analysis, and a crediting plan. CRC will provide a copy of the request and a vacancy announcement to the CPM.
- (5) CRC will review the knowledge, skills, and abilities and issue a vacancy announcement. Applicants who do not submit all required forms specified in the vacancy announcement will not be eligible for referral.

c. Referral Procedures.

- (1) The referral procedures specified in this paragraph will be followed for local interns and functional trainees, with the exception of CPM responsibilities, which become management's responsibilities.
- (2) The CCPO will provide the referral list to management and apply veteran and military spouse preference, as appropriate.
- (3) The CCPO will review the referral list for compliance with applicable laws and regulations and reasons for selecting the candidate before returning it to CRC.

d. Processing Procedures.

- (1) The gaining CCPO will make the job offer to the selectee, start processing, and establish EOD.
- (2) Mobility agreements are not required for local interns or functional trainees.
- (3) Local pay setting policy will be followed for local interns and functional trainees.
- (4) Job descriptions classified by USAREUR may be used for local interns. For functional trainees, a locally developed job description will be used.

SECTION IV

INTERN TRAINING AND DEVELOPMENT

9. MASTER INTERN TRAINING PLANS

- a. CPMs will prepare the USAREUR MITP for their career program. If desired, the CPM may use the DA MITP.

b. CRC will maintain approved USAREUR MITP for each career program. The CPM will give a copy to each intern, intern supervisor, and servicing CCPO.

c. Training of DA CTED and local interns will comply with USAREUR MITP for their career program. Training plans for functional trainees will be developed locally.

10. INDIVIDUAL DEVELOPMENT PLANS

a. Each intern supervisor will prepare an IDP, with input from the intern, no later than 30 days after the intern's EOD.

b. CCPOs will help supervisors prepare IDPs, and will review IDPs for completeness. CCPOs will submit DA CTED intern IDPs to CRC for review and approval by CPMs. ACPMs will review and approve IDP for local intern and functional trainees. DA Form 5469-R (Cover Sheet for Career Intern Individual Development Plan) will be submitted with each IDP. DA Form 5469-R is in AR 690-950.

c. No revision will be made to an IDP without CPM and CRC approval.

d. A revised IDP for the second year of training will be required when requesting accelerated promotion for an intern. The IDP should omit all formal courses and on-the-job training specified for the first year of training (sec VI).

11. TRAINING COURSES AND QUOTAS

a. CRC will forecast DA CTED intern training requirements based on MITP requirements and request quotas from the appropriate agency. CCPOs will get quotas or spaces in local courses such as university courses and OPM European training courses.

b. Training requirements for local interns and functional trainees is the responsibility of the employing activity. Local interns may be nominated on a space available basis for courses for which CRC controls quotas.

c. DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) for CTED interns will be submitted to CRC 90 days before the scheduled start of class, unless otherwise specified in the course announcement. DD Forms 1556 for local interns will be handled according to local policy.

d. CRC will notify CCPOs and CPMs of special courses for interns, such as computer literacy and leadership development, and provide nominating instructions.

e. CCPOs will ensure that requests for waivers needed to attend a course are included with nominations for training.

f. CRC will review requests for CTED intern training for compliance with MITP, IDP, and availability of funds. Intern training requirements may be postponed or waived if funding cannot be obtained.

g. CCPOs will instruct the intern program coordinator to review CTED intern temporary duty (TDY) travel claims before TDY claims are submitted to the local finance office.

SECTION V INTERN APPRAISAL

12. INTERN PERFORMANCE APPRAISALS

a. Semiannual appraisals are required for all interns. The appraisal period for interns begins on the date they EOD in the intern position.

b. In USAREUR, the approving official for intern's performance appraisals is the CPM or the ACPM if designated by the CPM. The rater will be the intern's immediate supervisor. The ACPM may review performance appraisals if a reviewer has not been designated.

c. Completed appraisals for CTED interns must be submitted to CRC no later than 30 days after the end of each appraisal period. Supervisors will forward intern appraisals to CRC through the CCPO for review. CRC will obtain CPM approval, including a signature, and return the appraisal to the CCPO where it will be filed in the intern's OPF. Local intern and functional trainee appraisals will be reviewed by the CCPO and sent directly to the CPM or ACPM, if authority has been

delegated, for approval. CRC will ensure that appraisals are submitted on time and notify the CCPO when CTED intern appraisals are overdue.

d. Supervisors are expected to hold frequent informal discussions with interns to assess their progress.

e. When an intern is assigned to a supervisor for less than 6 months, the supervisor will complete an interim appraisal for the period of assignment and forward it to the new supervisor to be included in the semiannual rating. The supervisor of the intern at the time each semiannual appraisal is due will complete the appraisal and assign an overall rating. The supervisor will use interim appraisals, if any, to evaluate the intern's overall performance.

f. The CCPO will ensure required DA Forms 5398 (Civilian Performance Rating) have been completed by the supervisor and the intern before initiating a promotion action.

g. CCPOs will notify CRC of all cases involving unsatisfactory performance ratings, or adverse personnel actions involving CTED interns. CRC will coordinate with the CPM to resolve problems.

SECTION VI

PROCESSING INTERN PERSONNEL ACTIONS

13. PROMOTION ACTIONS

a. Supervisors may recommend interns for promotion. They will submit the recommendation to the CCPO 60 days before the intern's eligibility date. Recommendations will be made on an SF 52 (Request for Personnel Action) and will include:

(1) A statement recommending the intern for promotion.

(2) The current DA Form 5398. If the DA Form 5398 has not been completed, a statement will be included indicating that the intern's performance has been, and is expected to be, at least fully successful through the remainder of the rating period.

(3) A statement that the intern has successfully completed all of the IDP training requirements.

b. The CCPO will ensure that the intern's training requirements have been completed, and performance is at least fully successful, verify legal and regulatory compliance, and complete the promotion action.

c. Requests for promotion for local intern and functional trainees will be submitted according to local policy.

d. Accelerated promotions may be made when all qualification and eligibility requirements have been met, including the training established in the IDP. Accelerated promotions will be considered only during the first year of the program, and only after the intern has completed 6 months in the program. Requests for accelerated promotions will be forwarded to CRC for coordination with the CPM and final approval. Requests for exception to policy for accelerated promotions will be forwarded to CRC.

e. CTED interns in 3-year programs will be assigned to a local activity position and considered local interns on the second promotion.

f. Interns who fail to complete any phase of the training program successfully will not be promoted to the next higher grade until they have met all the eligibility requirements.

14. PLACEMENT INTO PERMANENT POSITION

a. CRC will request the training organization to determine whether or not a position is available for the intern's final placement.

b. If the training organization is unable to identify a position for final placement:

(1) The supervisor will report the intern as excess to the CCPO.

(2) The CCPO will monitor all recruitment activity for the intern's grade and series. If an appropriate recruitment for the intern is received, the CCPO will contact the ACPM and request approval to place the intern in that position.

(3) If the CCPO cannot identify a position 6 months before the intern's scheduled graduation, the CCPO will report the intern as excess to CRC.

(4) If an intern is declared excess, CRC, together with the CPM, will monitor all recruitment activity to identify an appropriate position for placement. When a position is identified and placement of the intern has been approved by the CPM, CRC will notify the CCPO, which will coordinate the placement with local management.

c. Each intern's CCPO will complete DA Form 4839 (Civilian Career Intern Program Certification of Completion) and present it to the intern at an appropriate ceremony.

15. RESIGNATIONS

a. The CCPO will advise CRC when a CTED intern's resignation appears imminent. The CCPO should obtain as much information as possible on the reasons for the resignation, with attention to any details that may indicate organizational problems.

b. Interns will complete transportation and other agreements made in connection with the program. Local procedures will be followed to request release from transportation or tour agreements. The action will be coordinated with CRC.

16. WITHIN-GRADE INCREASES

CCPO procedures will be followed to make or withhold within-grade increases for interns.

17. LEAVE WITHOUT PAY

Requests from CTED interns for leave without pay will be submitted through the supervisor and the CCPO to CRC for approval. Leave without pay for local interns and functional trainees may be approved locally.

Appendix

A. Processing Package for Civilian Training, Education, and Development Interns

Glossary

APPENDIX A PROCESSING PACKAGES FOR CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT INTERNS

The Civilian Recruitment Center (CRC) will prepare Civilian Training, Education, and Development (CTED) intern processing packages according to this appendix.

A-1. INTERNS HIRED IN THE CONTINENTAL UNITED STATES

a. CRC will prepare the following for the continental United States (CONUS) processing station:

- (1) The original oversea processing letter.
- (2) The original SF 52 (Request for Personnel Action) with DA Form 374 (Job Description (Civilian Personnel)).
- (3) The original mobility agreement.
- (4) One copy of intern selection letter.
- (5) One copy of sponsor selection letter.
- (6) One copy of CRC message with fund cite.
- (7) One copy of intern's SF 171 (Personal Qualifications Statement).
- (8) The original DA Form 5372-R (Orientation Statement).

b. CRC will prepare the following for the United States Army, Europe (USAREUR), community civilian personnel offices (CCPO):

- (1) The original USAREUR CCPO processing letter.
- (2) The original DA Form 5373-R (Request for Processing of Overseas Selectee). CCPO will complete and forward DA Form 5373-R to the CONUS processing station for action.
- (3) The original SF 171 for the intern.
- (4) One copy of each document listed in a above.

c. For the intern:

- (1) The original selection letter.
- (2) One copy of DA Form 374.

d. For the intern's sponsor:

- (1) The original sponsor selection letter.
- (2) One copy of the intern selection letter.

A-2. INTERNS HIRED LOCALLY

a. CRC will prepare the following for the gaining CCPO:

- (1) The original processing package.
- (2) The original SF 52 with DA Form 374.
- (3) The original DA Form 5227-R (DA Employment and Mobility Agreement for DA CTED Interns) or 5227-1-R (DA Employment and Mobility Agreement for DA CTED Interns - Schedule B).

- (4) The intern's original SF 171.
 - (5) One copy of the intern selection letter.
 - (6) One copy of the message with a fund cite.
 - (7) One copy of the sponsor selection letter.
- b. For the losing CCPO:
- (1) The original message with a fund cite.
 - (2) One copy of each document listed in a above for information and coordination.
- c. For the CTED intern and sponsor: one copy of documents listed in a(3) and (4) above.

GLOSSARY

SECTION I ABBREVIATIONS

ACPM	assistant career program manager
CCPO	community civilian personnel office
CONUS	continental United States
CPM	career program manager
CRC	Civilian Recruitment Center
CTED	civilian training, education, and development
DA	Department of the Army
EOD	entrance on duty
IDP	individual development plan
MITP	master intern training plan
OPF	official personnel folder
OPM	Office of Personnel Management
PAC	professional and administrative career
TDY	temporary duty
USBA	USAREUR Support Budget Agency
U.S.	United States
VRA	Veterans Readjustment Act

SECTION II TERMS

applicant categories

The following categories of applicants may be used to fill intern and functional trainee positions:

(1) Status applicants: applicants who have competitive civil service status or reinstatement eligibility to the competitive civil service.

(2) Family member applicants: applicants who are family members of United States Forces personnel and who are eligible for family member appointment. This appointment does not confer competitive civil service status. Employment under this authority may be used on return to the continental United States to apply for noncompetitive appointment under Executive Order 12585 if the employee meets all eligibility requirements.

(3) Schedule B PAC appointing authority applicants: applicants eligible for noncompetitive conversion to career conditional or career appointment on completing all training and eligibility requirements for promotion to GS-9 under Executive Order 12596 (any applicant may apply under this category).

(4) Special appointing authorities applicants: applicants such as Veterans Readjustment Act candidates, handicapped candidates, and severely disabled veterans who apply for the intern program by stating specifically the authority under which

they wish to receive consideration. (These authorities provide for noncompetitive conversion to competitive civil service status.)

career development

A system of obtaining additional knowledge, skills, and abilities within a career program through training, assignment, or self-development.

career program

Specified occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and similarity in job and qualification characteristics.

functional trainee

An employee whose training is specialized in one functional area of the career program, and whose training is designed to perform a specific job rather than the broad on-the-job training and formal training outlined in the master intern training plan. Not all career programs or series are appropriate for designation as functional trainees.

individual development plan

A document that serves as the planning basis for an intern's professional development, and is made specifically to match each intern's background and experience. The individual development plan also is used to develop performance standards.

intern

An employee who receives all training required by the master intern training plan. In this regulation, when the term intern appears by itself it denotes both civilian training, education, and development and local interns, unless otherwise stated.

master intern training plan

A detailed training plan issued by the Department of the Army showing on-the-job assignment and formal training courses to prepare interns for specific career program positions. The USAREUR master intern training plan identifies further training requirements that are needed in USAREUR for intern development or target position requirements.

target position

The position in which the intern is to be placed when the training program is completed. Target positions for local interns and functional trainees will not exceed the established target-grade for the Department of the Army civilian training, education, and development career intern program.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:



RONALD E. BROOKS
Brigadier General, USA
Adjutant General

R.S. KEM
Major General, GS
Chief of Staff

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